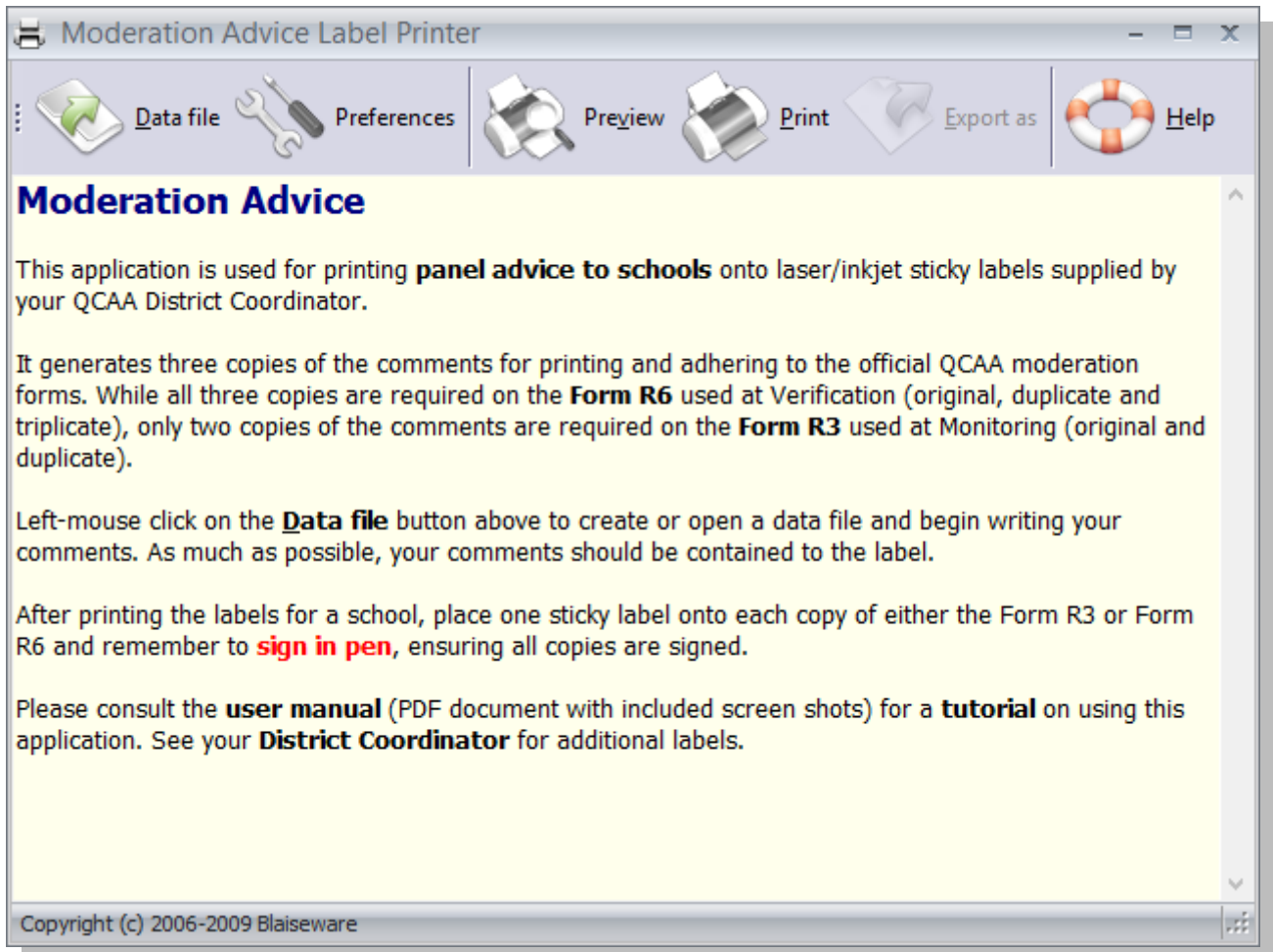




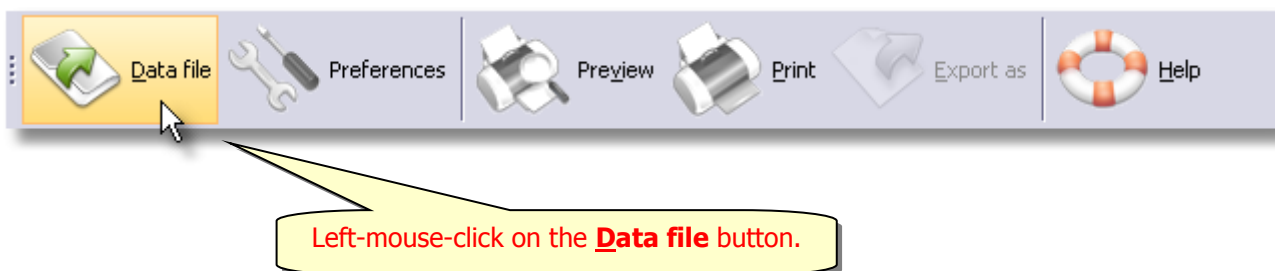
Moderation Advice Label Printer

When you first run the application, you'll be presented with a view like the following.

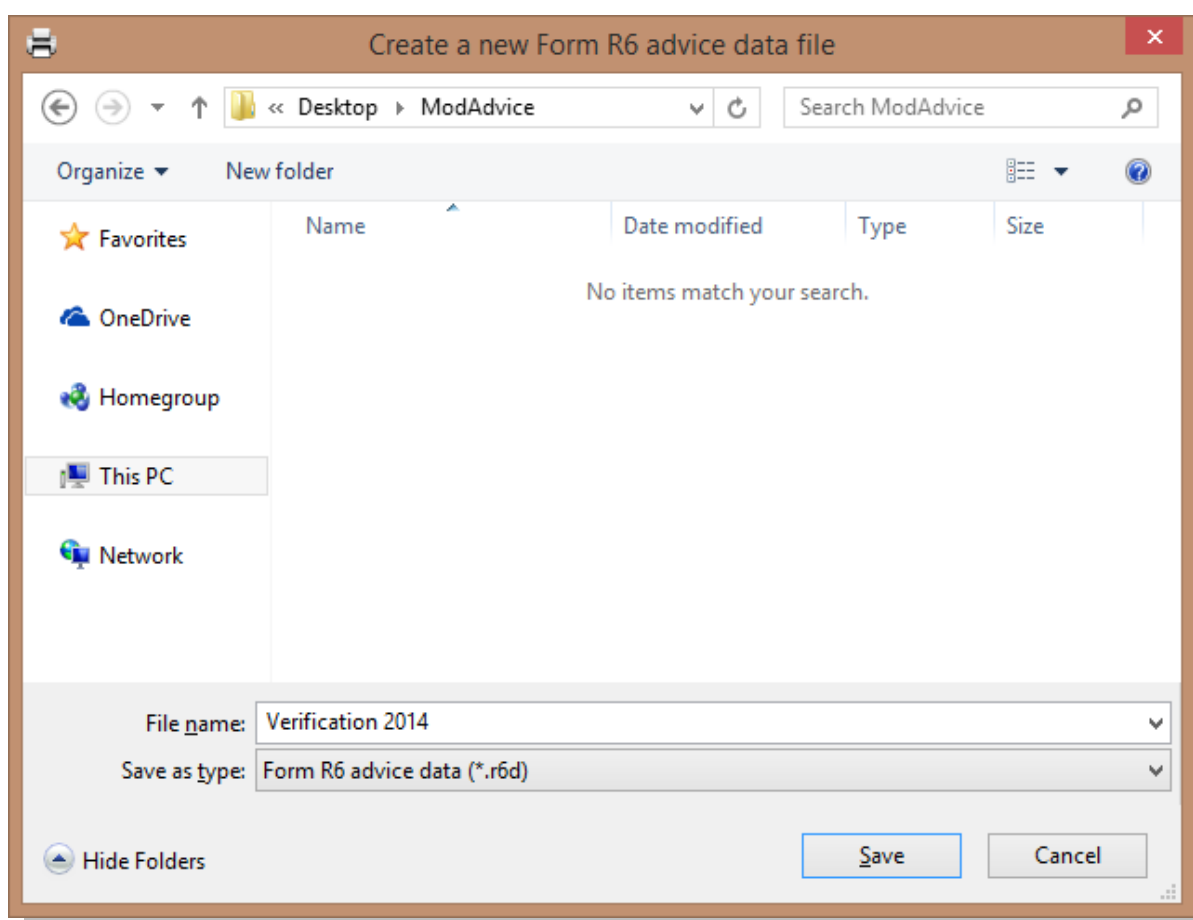
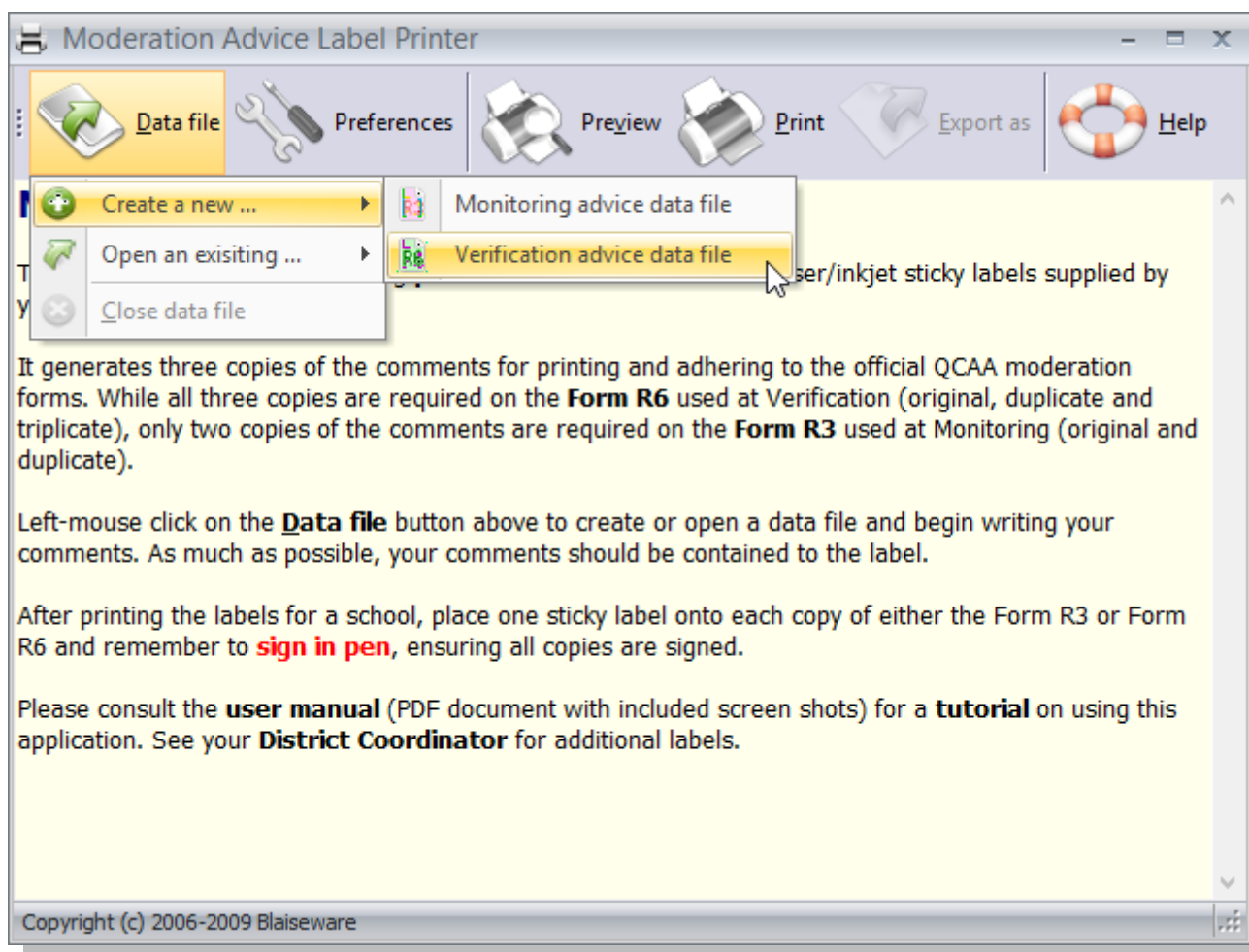


ModAdvice is a disc-based application rather than a memory-based one like a word processor. This means you need to name and save your data file before writing any comments. Details are saved to disc automatically as you make changes to each school record; there is no need to save changes as you go. This is different to the way a word processor operates where you make changes in memory and then periodically save the contents to disc manually.

To create a new data file or to open an existing one, left-mouse click on the **Data file** button.

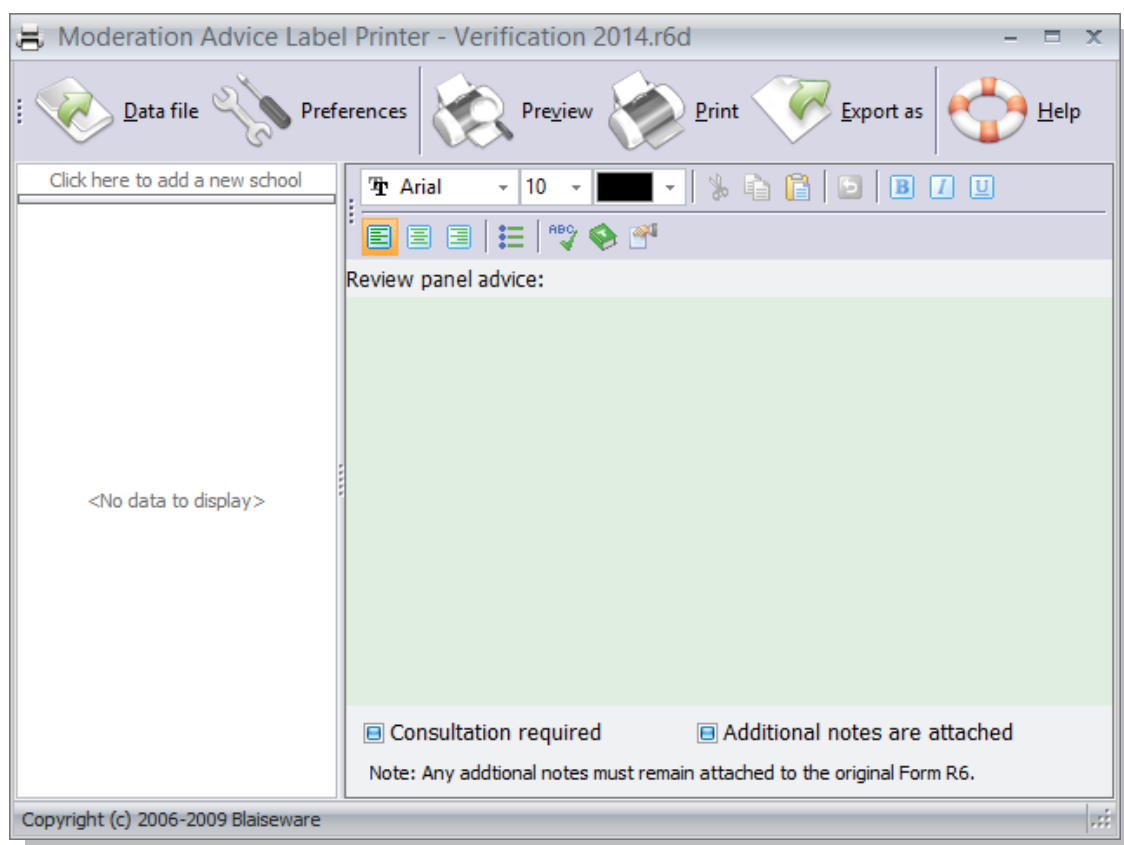


For example, to create an empty data file, select the appropriate options from the menu, as pictured below.



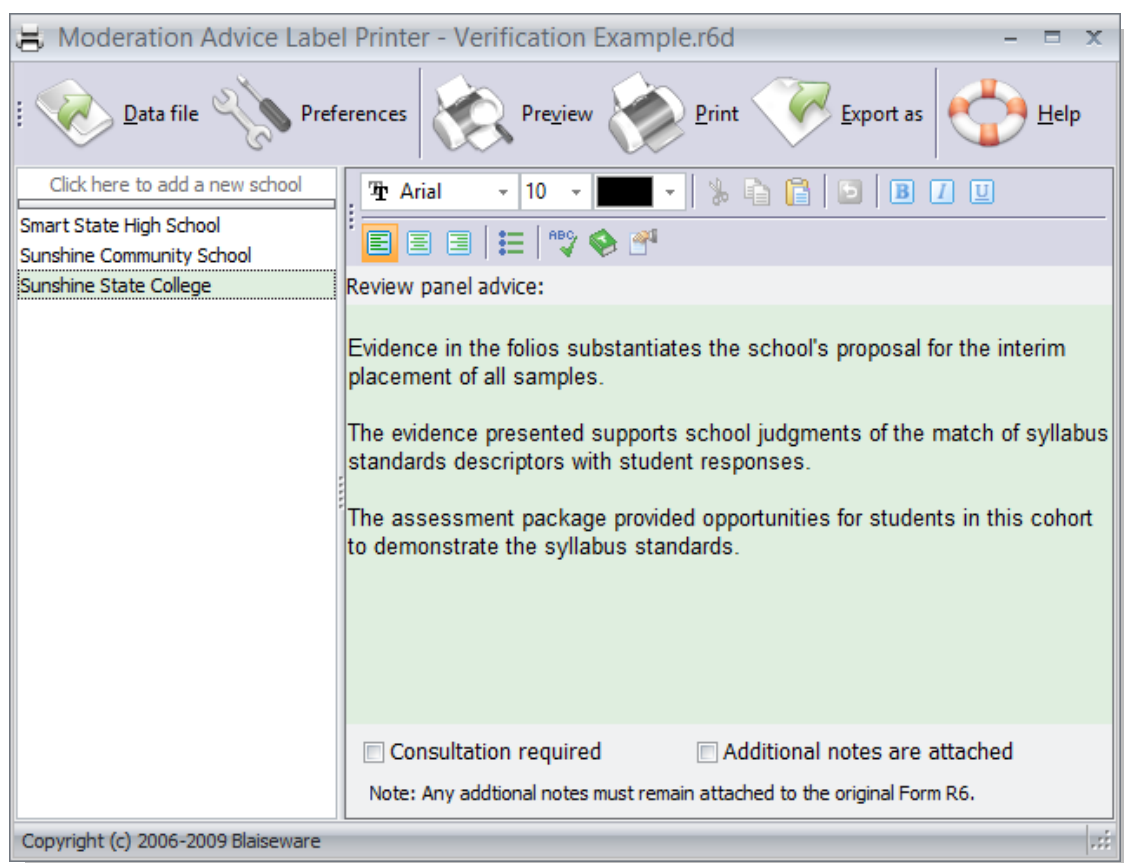
From here, **you can:**

- [add new school names](#) to the list (enter name in the top line of box and press the **<Enter>** key when finished)
- [edit existing school names](#) (click on the school name and edit the name directly)
- [delete existing school names](#) and [associated comments](#) (select school name and press the **<Delete>** key).

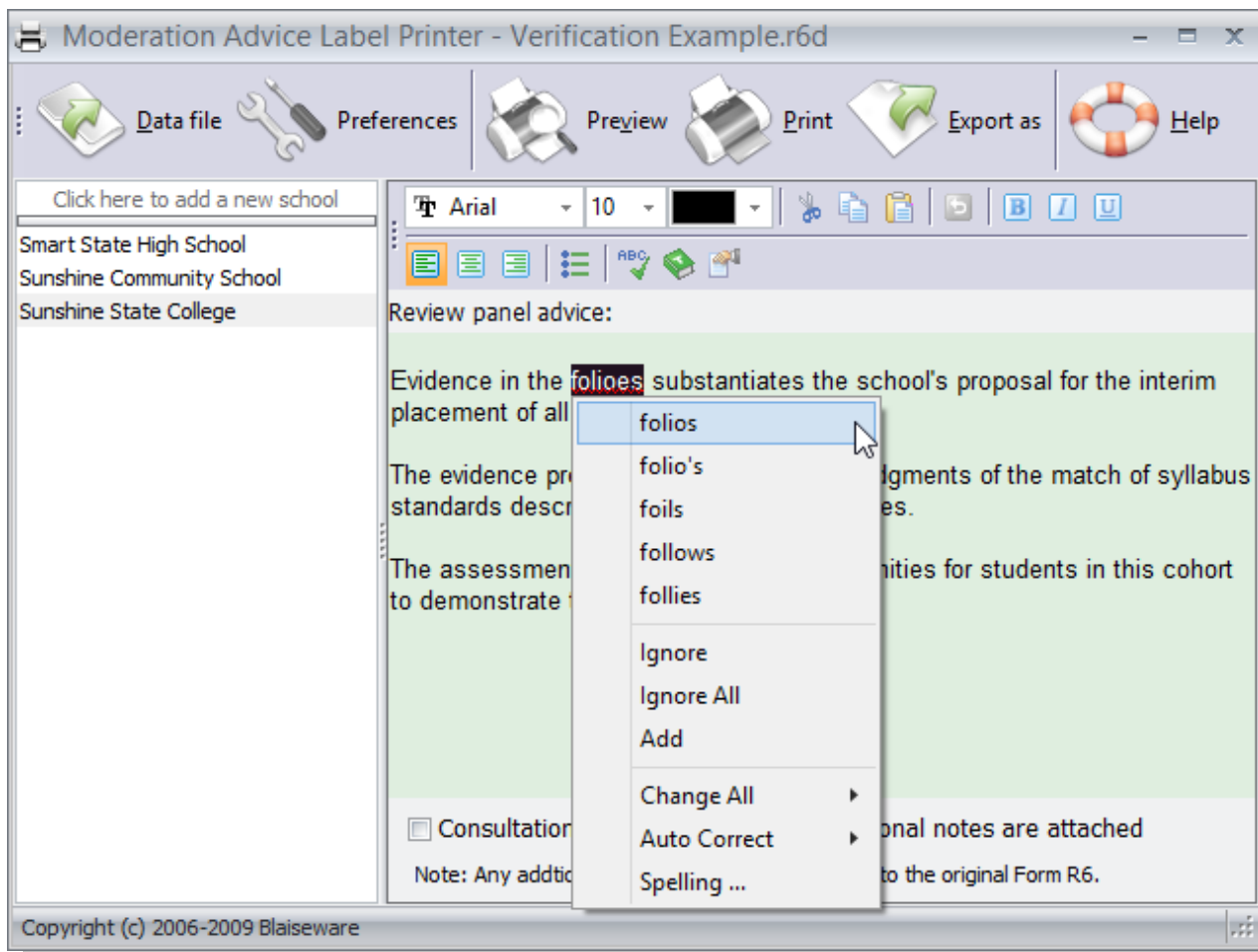
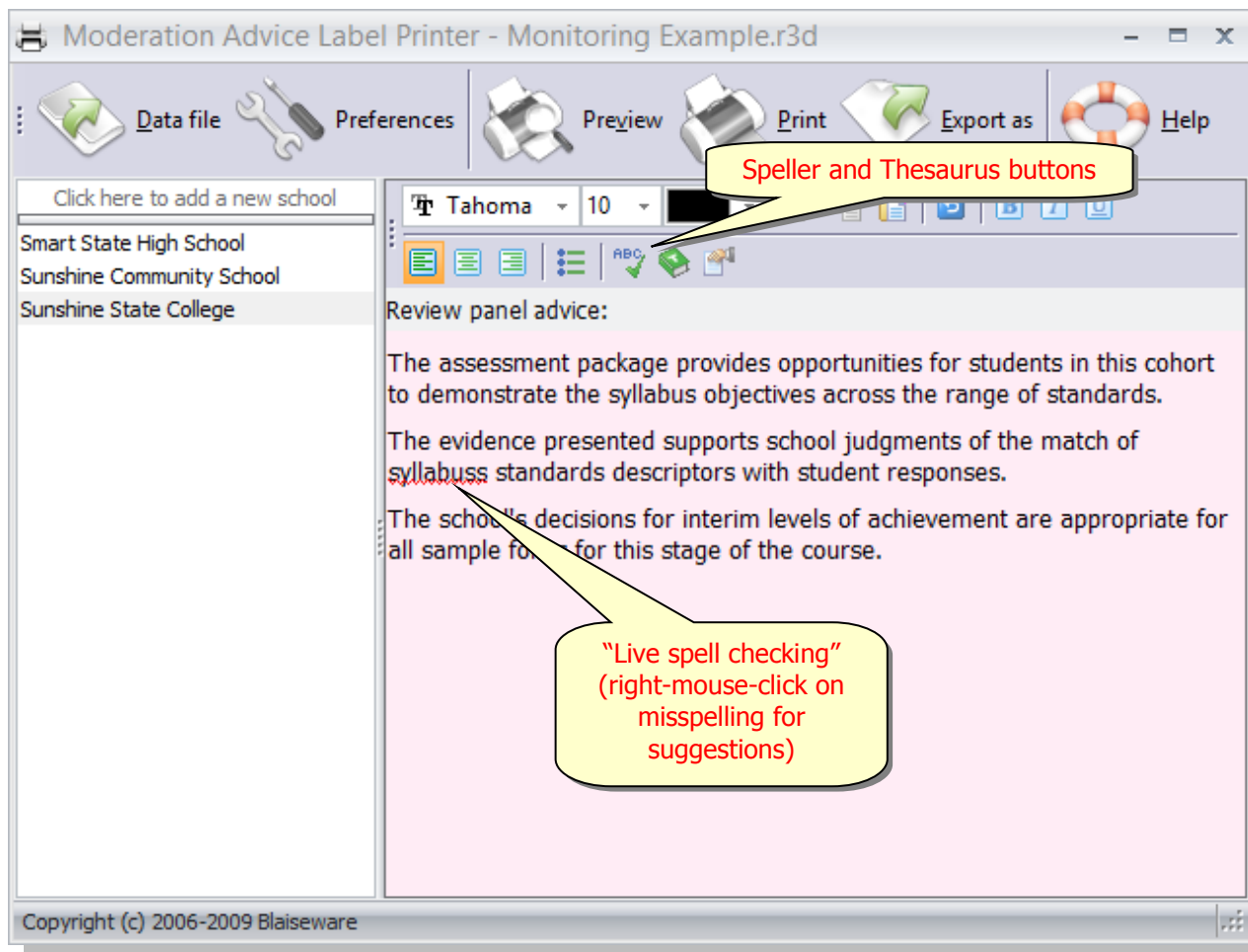


For **each school** in the list you can:

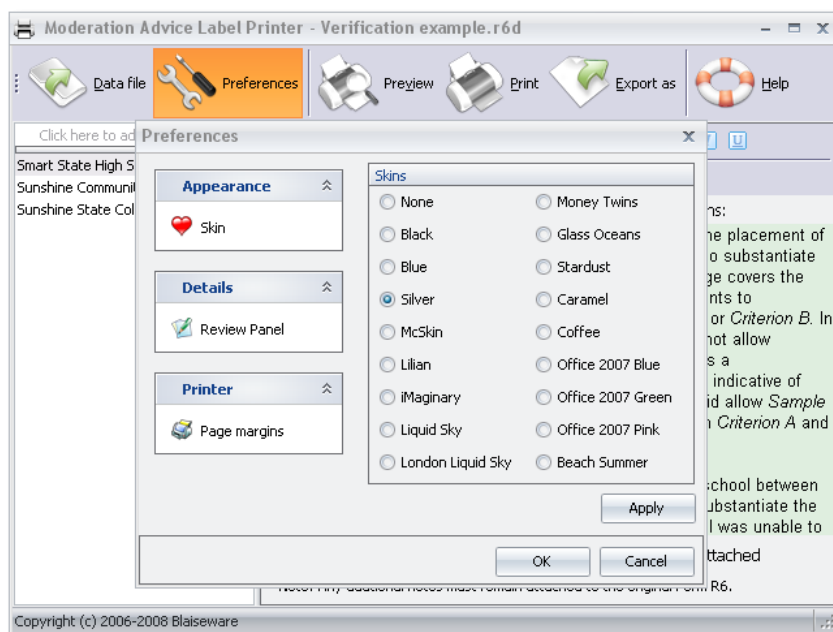
- [create and edit comments](#) (using the included standard RTF word processor)
- [check the spelling using the included Australian dictionary](#) (select misspellings with the right-hand mouse button)



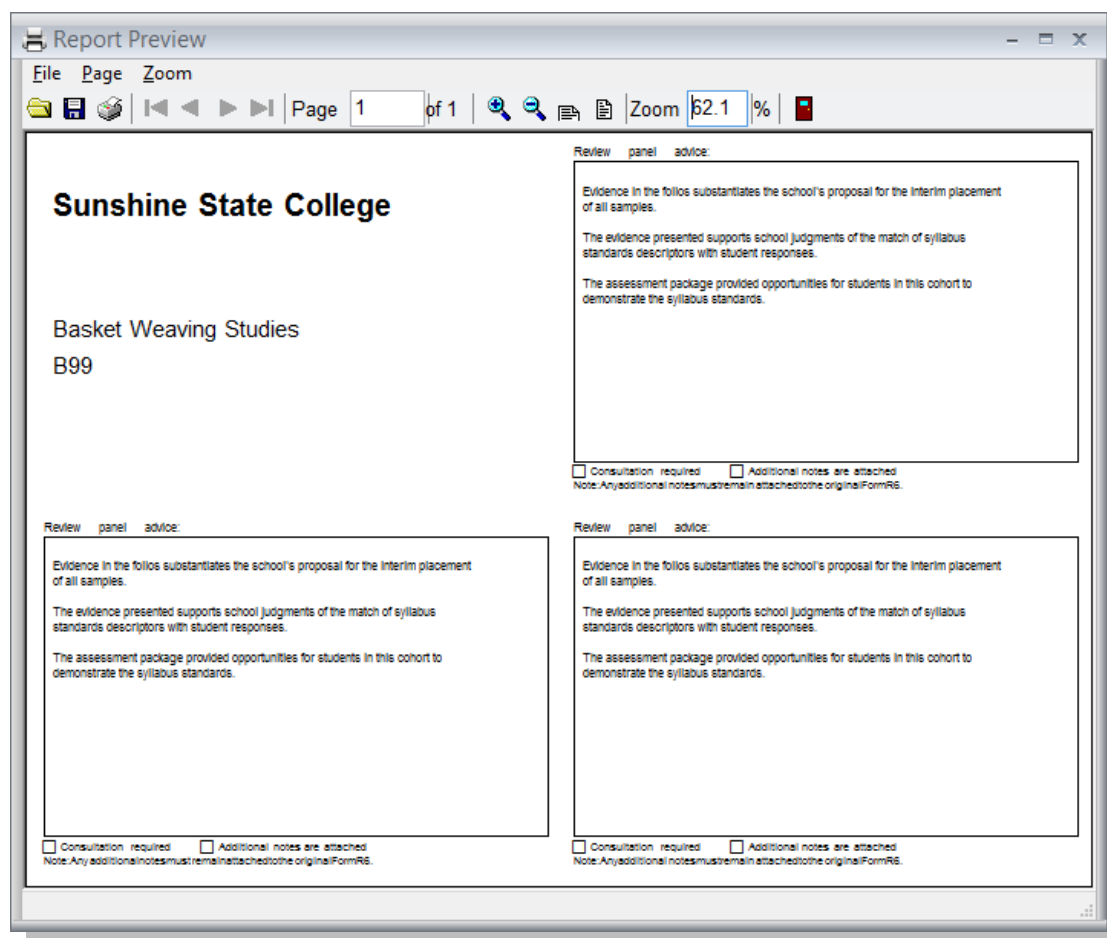
Of course, all of the same features are available for creating and editing Monitoring advice files:



You can change the appearance of the application by choosing an alternative skin.

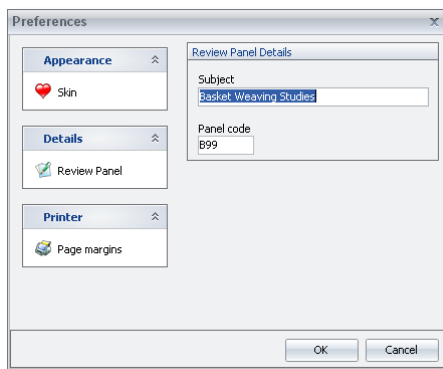


To print a set of labels for a school, select the school name in the navigation pane on the left side of the main window, and left-mouse click on the **Preview** or **Print** toolbar button. The **Print** button sends the document directly to the default printer. Whereas, the **Preview** button brings up a window similar to the representation below. If you are happy with the result you can also print from this preview window.

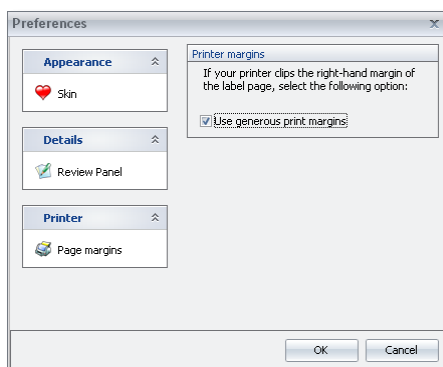


You will need to repeat this process to print labels for each school in the list. After printing the labels for a school, place one sticky label onto each copy of the Form R3 or Form R6 and remember to **sign in pen**, ensuring all copies are signed.

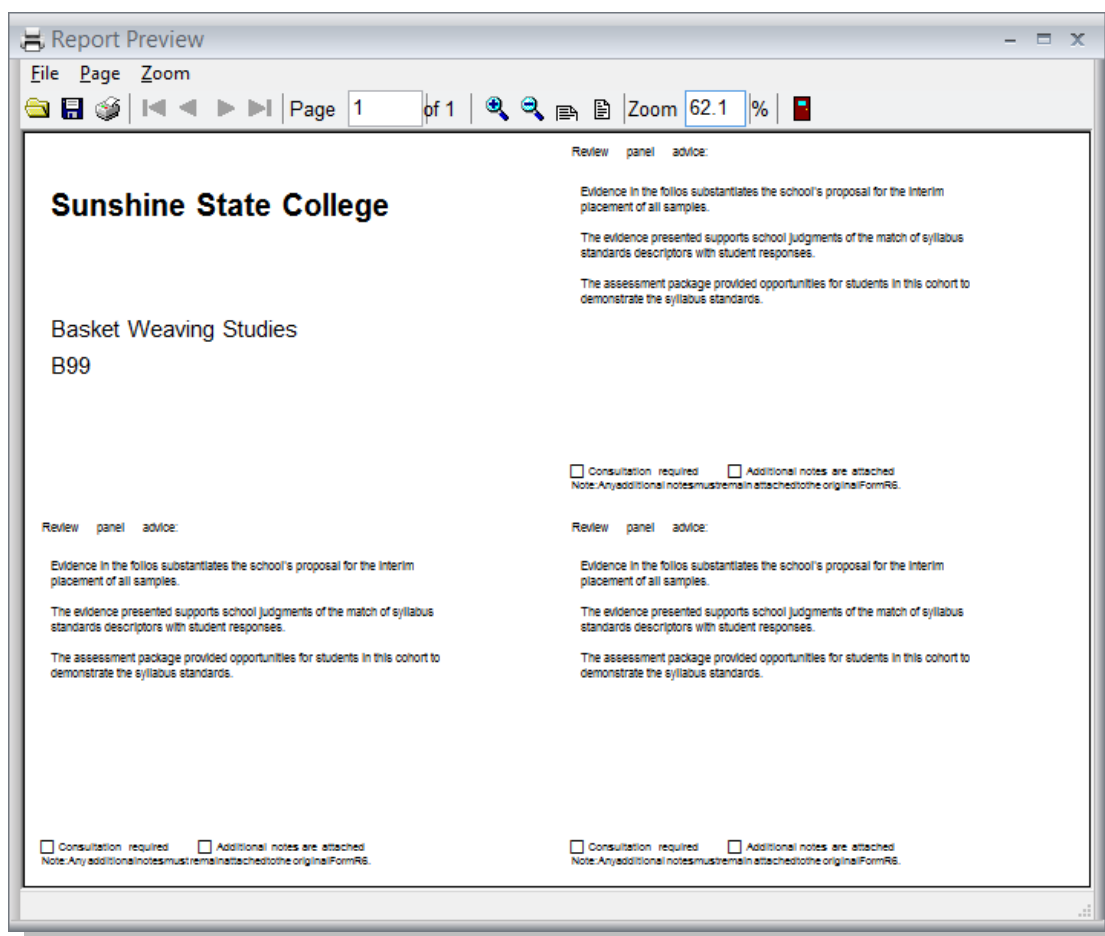
To include the subject name and panel code on the group label, enter the details under **Preferences** → **Details**:



If your printer clips the right-hand margin of the page, choose the **Use generous print margins** option under **Preferences** → **Printer**:

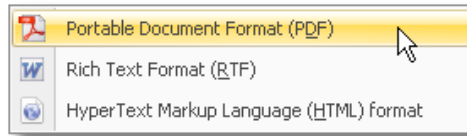


This will generate a report with wider margins, something like the following:



Note: The comment borders have been hidden for aesthetic reasons.

At the completion of your meeting, you can save an archive copy of all comments to a PDF, RTF or HTML file by making the appropriate selection under the **Export as** button. Just follow the prompts to enter a filename and folder location.



Form R6 Advice - Verification

E:\Verification Example.r6d

Smart State High School

☐ Consultation required ☐ Additional notes are attached

Sunshine Community School

☐ Consultation required ☐ Additional notes are attached

Sunshine State College

Evidence in the folioes substantiates the school's proposal for the interim placement of all samples.
The evidence presented supports school judgments of the match of syllabus standards descriptors with student responses.
The assessment package provided opportunities for students in this cohort to demonstrate the syllabus standards.

☐ Consultation required ☐ Additional notes are attached
